



No.DG/iCED/Admn./2025-26/F-161/Vol.XII/439

Dated:14 /07/2025

To

All HoDs of IA&AD (as per mailing list.)

Sub: Filling up of vacancies at iCED, Jaipur on deputation basis.  
Sir/Madam,

iCED, Jaipur requires the services of suitable officers of IA&AD for filling up the post of Senior Audit Officer on deputation basis:

2. The essential and desirable qualification is annexed (Annexure-I). The name of willing officer satisfying the essential qualifications may please be forwarded through cadre controlling authority along with the Bio-Data ((Annexure-III) and the abstracts of APARs for the previous three years i.e. 2023-24, 2022-23 & 2021-22 (Annexure-II), duly attested on each page and vigilance clearance certificate. It may be certified that no disciplinary/court/vigilance case is either pending or contemplated against the applicants and that their integrity is beyond doubt. The required documents of the eligible candidates may be scanned and sent by email by their respective offices to this office latest by 31.07.2025. The required documents of the eligible candidates may be scanned and sent by email by their respective cadre controlling offices to avoid postal delay.
3. The initial term of deputation will be for **three years** and may be extended thereafter, subject to the performance of candidate and administrative convenience. However, the Training Institute, reserves the right to repatriate a deputationist at any time.
4. The applications of the Officers already working on deputation, should be forwarded through their Parent Office. The selected officials shall not have any right of absorption.
5. A reference is invited to Headquarters Office's Circular No 269/Trg.Div/42-A/2019 dated 18/09/2019, wherein detailed instructions to field offices on augmentation of staff (Administration and Faculty) in Training Institute/Centre was issued for strict compliance. The instructions in the said circular are re-iterated below:
  - a. Field Offices shall display the deputation notifications issued by Training Institute/Centre on the Notice Boards and circulate among the staff giving reasonable time to the candidates for responding to the notification.
  - b. Field Offices shall forward all applications received from their officers/staff against the posts advertised by Training Institute/Centre without withholding any application.
  - c. The initial deputation period to Training Institute/Centre will be for 3 years and extendable on yearly basis thereafter. The Training Institute/Centre, however, reserves the right to repatriate a deputationist at any time.

6. While working at iCED, Jaipur, the selected official/officer will be entitled for Deputation Allowance as admissible under extant rules.
7. The age of the candidate should not be more than 56 years as on the closing date of application for the post.
8. For those making their own arrangements for accommodation in Jaipur, at present, iCED has a Bus service between its base office at AG Colony, Bajaj Nagar, Jaipur and iCED's campus at Kant Kalwar, Near Achrol, Jaipur.
9. Any of the terms and conditions mentioned above can be varied at the discretion of iCED, Jaipur.

This issues with the approval of Director General, iCED, Jaipur.

Yours faithfully,

Encl.: Ann.I,II&III



D7, Director/Admn

**(Annexure-I)**  
**Essential and desirable experience and qualification for the deputation**

Post and (Pay Level)	Qualification
Senior Audit Officer (Level 10/11/12)	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Applicants should be holding analogous post.</li> <li>• Outstanding APAR for the last 3 years (i.e.2023-24, 2022-23, 2021-22).</li> <li>• The age of the candidate should not exceed 56 years on the closing date of application for the post.</li> </ul> <p><b>Desirable Qualification:</b></p> <ul style="list-style-type: none"> <li>• Administrative functions, including Notings-drafting, communication with Hqrs and other offices etc.</li> <li>• Experience in Environment Audit.</li> <li>• Proficiency in Microsoft application (PowerPoint/Excel/Access/Word/Publisher etc.)</li> <li>• Experience in handling Tableau, Big data, AI etc.</li> </ul>

**(Annexure-II)**

**ABSTRACTS OF APARs/ACRs**

**in respect of Shri/Smt./Ms. .... (Name of the candidate)**

2023-24	2022-23	2021-22

It is certified that:

(i) I have verified the grading from the original APARs/ACRs and found correct.

Date: .....

Head of the Office/Sr. AO (Admn)

### (Annexure-III)

**Proforma regarding the bio-data of the applicant for the Post of .....**

1. Name and Address (in Block Letters)		
2. Designation		
3. Date of Birth (in Christian era)		
4. Contact No & Email ID (@cag.gov.in)		
5. Qualification)	Educational	
	Professional	
6. Date of entry into Govt. Service		
7. Date of entry into IA&AD		
8. Present Pay & Level		
9. Whether belong to SC/ST.	Yes/No	
10. Detailed experience and post held	(Attach separate sheet giving detail under this column, duly signed.)	
11. Proficiency in Computer: (Details may be given)		
12. Whether applied for deputation in iCED earlier? If yes, when and for which post?		
13. Any other information		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Dated signature of the candidate)

**Permanent** Address:

It is certified that the information furnished by above official is correct as verified from the records of this office. No vigilance or disciplinary case is either pending or contemplated against the above officials. No major/minor penalty has been imposed on the above officials in the past.

Date: .....

Head of the Office/Sr. AO (Admn)